



## **Workaround for Training Approval for Center Director's External Training Request and Internal Scheduled Offerings.**

### **Background**

SATERN builds a hierarchy of employee supervisor relationship based on who is listed as the supervisors in the learner's profile. The system prevents learner A from selecting learner B as their supervisor if learner B has learner A selected as their supervisor in their profile. This is referred to as a "circular relationship" in SATERN. Although the supervisor feed is not currently turned on, if and when it does, the update could create a circular relationship and bring the system down. In the past, Centers had created bogus ID's in the Contractor Domains for Center Director's to go in and approve their own training. With the implementation of e-auth, bogus user names can no longer be used in SATERN.

### **Workaround**

The supervisor field in the Center Director's record needs to be blank and the Supervisor By-Pass Flag needs to be set to Yes. If the supervisor field is blank in the Center Directors record, when the Center Director fills out a SF-182 or requests to attend an internal scheduled offering, when he/she gets to the approval screen it will not allow them to submit until they select a supervisor for approval. At this time he/she can enter anyone within the Center as their approver (e.g., Deputy Center Director) as the system will not check for circular relationship. Once they select a supervisor they will be able to proceed with the process and whoever was selected as the supervisory approval (step 1) will get a notification that they have an approval awaiting action as well as an alert when they sign into SATERN. This process of selecting a supervisor will be required for every request the Center Director submits.

### **What does the Center need to do?**

1. Brief the Center Director of the new process and ensure he/she knows that they can never update their profile with a supervisor.
2. Center RA-1 Admin shall go in the Center Director's record and remove the supervisor from the Supervisor field so it is blank and set the Supervisor By-pass Flag to "Yes" under the Custom Fields tab.